Office Administration Committee met on

January 21, 1919 at 1:30 p.m.

Present:

Miss Mabel Gordon Parker
Mrs. Richard H. Allen
Mrs. A. W. Corning
Mrs. W. E. Honeyman
Mrs. E. K. Hopper

Prayer was offered by Mrs. Honeyman.

Bonus

Mrs. Bennett met with the committee to consider the matter of larger salaries and bonuses.

After much discussion it was moved and carried to recommend to the Board that on March first a bonus of 10% be given to all employees receiving salaries of less than $2500.- and who had been in the employ of the Board over three months.

It was further moved and carried that if this recommendation is approved by the Board that the other bonuses granted (Miss Adams and Mrs. Douglas) be cancelled.

Bonus to Mrs.Davison

It was moved and carried that Mrs. Davison be granted a special bonus of $5.- per week. This bonus to be paid from January first to April first, 1919.

Meeting adjourned.

Mary Malcolm Hopper
Secretary

Office Administration Committee met on

January 28, 1919 at 10 o'clock

Called Meeting

Present:

Miss Mabel Gordon Parker
Mrs. Richard H. Allen
Mrs. E. B. Cobb
Mrs. A. W. Corning
Mrs. E. K. Hopper

Bonus — The matter of bonuses was reconsidered and it was decided to recommend that a bonus of 10% of their year's salary or a pro-rated portion thereof be given, on March 1, 1919, to all officers and clerks who have been in the employ of the Board more than three months or prior to December 1, 1918.

Meeting adjourned.

Mary Malcolm Hopper
Secretary

Office Administration Committee met on

February 4, 1919 at 10:30 a.m.

Present:

Miss Mabel Gordon Parker
Mrs. Richard H. Allen
Mrs. A. W. Corning
Mrs. W. E. Honeyman
Mrs. E. K. Hopper

Prayer was offered by Mrs. Corning.

Re-arrangement of Budget

General Assembly having advised a re-arrangement of the budgets of all Boards, the meeting was given up to an informal discussion of the items which would appear on the administration budget for 1919-1920, in order to follow out the plan suggested.

Mary Malcolm Hopper
Secretary

Office Administration Committee met on

March 4, 1919.

Present:

Miss Mabel Gordon Parker
Mrs. Richard H. Allen
Mrs. A. W. Corning
Mrs. E. B. Cobb
Mrs. E. K. Hopper

Miss Parker offered prayer.

The minutes of the previous meeting were read and approved.

Rest Room — The committee on Rest Room reported having purchased some furniture for the room and extra chairs for the offices.

Carpet and ventilators for Assembly Room — The matter of the condition of the Assembly Room was discussed and it was moved and carried that we offer to pay half of the expense of ventilators and a new carpet, and that the matter be left to the chairman to adjust.

Tables for Literature Department — The matter of the needs of the Literature department were considered with Miss Voss and Miss Rue present. It was moved and carried to secure tables for the display of literature where it would be seen by visitors coming into the different offices.

Salary Schedule — The committee went over the salary schedule with Miss Voss. Final action to be taken at a later date.

Mary Malcolm Hopper
Secretary

Office Administration Committee met on

April 1, 1919.

Present:

Miss Mabel Gordon Parker
Mrs. Richard H. Allen
Mrs. E. B. Cobb
Mrs. A. W. Corning
Mrs. W. E. Honeyman
Miss Anna G. Young
Mrs. E. K. Hopper

Salary Budget — The following salary budget was approved:

SALARY SCHEDULE - ASSISTANTS 1919-1920

DEPARTMENT	SALARY APRIL 1, 1919 WEEKLY
Treasury	
Mr. W. J. McMillen	$48.08
Mrs. Lily S. Roberts	18.-
Mrs. Arthur C. Honey	18.-
Miss Bertha Kauffmann	16.-
Miss Katherine Gericke	12.-
Miss Flora Hollings	22.-
Miss Etta Freeman	12.-
Miss Elizabeth Bunting	15.-
GENERAL SECRETARY'S OFFICE	
Mrs. Eva Davison	25.-
Miss Marion Allison	18.-
Miss Dorothy Edwards	15.-
MISSIONARY EDUCATION DEPARTMENT	
Miss Sanpere	20.-
YOUNG PEOPLE'S DEPARTMENT	
Miss Ethel Smith	22.-
Miss Elizabeth Karbe	16.-
LITERATURE DEPARTMENT	
Miss S. Catherine Rue	28.84
Miss Louise Jaeger	22.-
Miss Rose Mertz	13.-
Miss Elizabeth Temlett	18.-
Miss Florence Jensen	12.-
Miss Mary Melité	10.-
Miss Dorothy Dakin	12.-
Mr. Christol Nicholson	12.-
FILING DEPARTMENT	
Miss Nancy Smith	22.-
Miss Lillian Fox	12.-
SCHOOL DEPARTMENT	
Miss Florence Goddard	25.-
Miss Christine Bull	14.-
Miss Eleanor Leavens.	12.-

N-M.

SALARY SCHEDULE ASSISTANTS - CONTINUED

Department		
SECRETARY TO PRESIDENT	SALARY APRIL 1, 1919 WEEKLY	
Miss Laura Hughes	$18.-	
	Grand Total.....	$27,896.-
HOME MISSION MONTHLY		
Mrs. J. S. Douglass	22.-	
Miss Emma Bolles	18.-	
Miss Elizabeth Newton	18.-	
Miss Marion Wimpress	14.-	

SALARY SCHEDULE OFFICERS 1919-1920

General Secretary	$3,000.-	
Assistant Secretary	2,000.-	
Secretary for Missionary Education	1,700.-	
Secretary for Young People's Work	2,000.-	
Assistant Sect. for Young People's Work	1,200.-	(not yet secured)
Treasurer	2,500.-	(" " ")
Superintendent of Schools	5,000.-	
Total.....		$17,400.-
Editor Home Mission Monthly		1,500.-
Grand Total.....		$18,900.-

Leave of absence Miss Finks — Miss Finks having asked to be relieved of office work during May, and a six months leave of absence from September first, this was approved and referred to the Board for action. It was further recommended that Miss Finks be given half salary during her absence.

Room for Student Committee — A request having come to the committee for extra room for the Student Secretaries, it was decided to give them the room now used as a filing room.

Operating Budget — The Following Administration Budget was approved and referred to the Board:

OPERATING BUDGET 1919-1920

ADMINISTRATION	Proposed for 1919-1920
Salaries Officers	$17,400.-
" Clerks	20,000.-
" " Extra	430.-
Auditor	300.-
Office Expenses and Equipment	1,500.-
Postage	2,500.-
Stationery	900.-
Printing	500.-
Rent(exclusive of H.M.M.,Student and Lit.Dept.)	5,937.-
Travel Officers	2,300.-
Margin	631.67
	$52,398.67

OPERATING BUDGET CONTINUED 1919-1920

MAKING THE WORK KNOWN	Proposed for 1919-1920
Speakers Fund - Traveling Expenses and Salaries	$7,500.-
Literature	
Salaries Clerks	8,000.-
" " " Extra	170.-
Office Expenses and Equipment	200.-
Postage	1,500.-
Stationery	100.-
Printing (net)	5,500.-
Express charges	500.-
Rent	1,116.33
Advertising	500.-
Over Sea and Land(includes rent)	775.-
Student Work (includes rent)	3,750.-
	$29,611.33

EXPENSES DIRECTED BY GENERAL ASSEMBLY	
Annual Report	1,200.-
Minutes of General Assembly	30.-
Travel (Board Members and officers to Gen'l Ass.)	1,000.-
New Era	8,000.-
Interchurch World Movement	10,000.-
	$20,230.-

INTEREST ON LOANS	
Interest on Annuity Gifts	Covered by income from various funds
" " Money Borrowed	

OTHER EXPENSES		
Collections Refunded	150.-	
Council of Women for H. M.	75.-	
Exchanges	125.-	
General Council	50.-	
Insurance	7,000.-	
Latin American Committee	360.-	
	$7,760.-	
Total	.....	$110,000.-

HOME MISSION MONTHLY	
Salary Editor	1,500.-
Salaries Clerks	3,744.-
Rent 631 - 2 - 3	500.-
	$5,744.-

Stenographer to General Secretary — The Secretary was authorized to secure a stenographer at a salary not to exceed $25.- per week.

Mary Malcolm Hopper
Secretary

Office Administration Committee met on

Tuesday, May 13, 1919 at 10 0'clock.

Called meeting

Balances in funds of Student Committee

A request having come from the Student Committee asking that they be allowed to retain the balance from last year's budget, it was moved to recommend to the Board that the balance of the Northfield Drive Fund, $730.21, be returned to the committee as that work was not completed, but that the balance from the regular budget, $1728.61, be retained by the Board.

Mary Malcolm Hopper
Secretary

June 10, 1919

A meeting of the Committee was held on Tuesday, June 10th.

The following members were present:

Miss Parker, Mrs. Corning, Mrs. Honeyman, Mrs. Hopper and Miss Young.

Rooms-New Era Committee It was decided to grant to the New Era Movement the use of three rooms during the summer.

Carpet-Assembly Room The matter of the carpet for the assembly room was left to Mrs. Corning and Miss Voss with power.

Adding Machine Voted to purchase a new adding machine for the Treasury Department.

Field Secretaries The resolution regarding Field Secretaries which was referred back to the committee for rewording was changed to read as follows:

> Field Secretaries shall spend ten months in field work, (traveling, addressing societies, conducting mission study classes, summer conferences etc), one month in study and other preparation for field work, and have one month in the summer for vacation.
>
> The salary for Field Secretaries shall be $1000 the first year and $1200 thereafter together with the usual expenses of travel during the ten months of field work, expenses of the one month of study to be borne by the secretary herself.
>
> The above schedule shall be so adjusted every three years to admit of two of the ten months usually devoted to field work being spent at headquarters, 156 Fifth Avenue, for information and inspiration, the expenses during these two months to be borne by the Board.

Miss Carter's election The committee placed on its minutes, for information, the action of the Board at its meeting on June 10, 1919 in electing Miss Alice Carter as Assistant Young People's Secretary at a salary of $1300 beginning August 1, 1919.

Re-arrangement of rooms Voted that the re-arrangement of rooms for the summer be left to the Secretary, Miss Voss, also the matter of extra vacations for those who have served the Board ten years.

Vacations

Mary Malcolm Hopper

Secretary

September 23, 1919

The committee met on the afternoon of September 23.

The following members were present:

Miss Parker, Mrs. Allen, Mrs. Cobb, Mrs. Corning, Miss Young and Mrs. Hopper.

Meeting was opened by prayer led by Miss Parker.

Report of Chairman — The chairman reported administration matters taken care of during the summer months.

June 6, 1919

"Received notification that Miss Carter had been appointed Assistant Young People's Secretary at a salary of $1300.

June 9, 1919

"Called attention of the Board to the fact that Miss Nancy Smith had completed 25 years of service with the Board and referred to the Board actions of January 25, 1910 approving recommendation that those who had served the Board for 25 years be given 10% of their present annual salary.

June 20, 1919

"Authorized appointment of Miss Sanpere in Mrs. Gildersleeve's office to carry all work of the office.

"Authorized the appointment of Mrs. Simington in the Treasurer's office at a salary of $12.

"Authorized increase in salary from $12 to $13 for Miss Gericke who has been promoted to place vacated by Miss Bunting.

June 24, 1919

"Approved suggestion of Miss Voss that Saturday July fifth should be a full holiday.

June 26, 1919

"Approved salary increase from $14 to $16 for Miss Bull in the School Department. This salary raise comes within the School Department budget and requires no action by the Office Administration Committee.

July 2, 1919

"Recommendation approved through correspondence by the members of the Office Administration Committee that Mr. McMillen's bonus of $25 a month be continued until October 1, 1919 was submitted to the Executive Committee of the Board and approved.

July 25, 1919

"Approved the purchase of maps.

September 4, 1919

"Was notified of Mrs. Dawson's resignation, due to ill health, to take effect October first.

September 19, 1919

"Was informed Mrs. Davison may reconsider her resignation, but must have two months vacation."

Stenographer - Mrs. Gildersleeve — It was voted that Mrs. Gildersleeve be authorized to secure a stenographer at $20 a week with the understanding that she work up to $25.

Salary Increase Miss Fox — It was voted to promise Miss Fox, the telephone operator, an increase on April first.

Bonus — The matter of an extra bonus was considered and it was moved and carried not to do anything about it at present.

Mary Malcolm Hopper

Secretary

A joint meeting of the Nominating and Administration Committees followed at which there was an informal discussion in regard to filling the position of General Secretary, and the type of person needed for the position.

October 28, 1919

Called meeting - 1:30 o'clock

The following members were present:

Miss Parker, Mrs. Cobb, Mrs. Corning and Mrs. Hopper, Mrs. Honeyman and Miss Young were both absent because of illness.

Adjustment of work in Secretary's Office

Mrs. Bennett and Miss Hyatt met with the committee and the matter of adjusting the work in the office during the absence of a general secretary was discussed.

Salary Miss Sheibley

The question of Miss Sheibley's salary was discussed. The New Era Movement feels that Miss Sheibley's salary should be $3000 and is willing to pay part of this amount if she remains with us, or is willing to assume the full salary if we will release her. After much discussion it was decided by the committee to take no action regarding the offer of the New Era Movement, and to ask Miss Sheibley to continue to carry the New Era work and in addition the work of General Secretary, and that she be offered a special bonus of $50 a month while carrying the work of General Secretary.

Mrs. Davison salary allowance

Mrs. Davison, having been obliged to take a six weeks vacation because of illness, it was voted to give her two weeks salary on her return.

Addressograph

Miss Rue, having asked for an addressograph, the matter was left to the chairman with power.

Rooms- New Era

It was moved to grant to the New Era Movement the use of the two small rooms until December 1st, but to ask them to give up the committee room by November 1st.

Bonus

The matter of a bonus was favorably considered.

Mary Malcolm Hopper

Secretary

The chairman reported that Miss Fox, the telephone operator, had left and that a new worker had been secured at $14 per week.

Mary Malcolm Hopper
Secretary

November 7, 1919

The monthly meeting of the Office Administration Committee was held on November 7th.

The following members were present:
Miss Parker, Mrs. Cobb, Mrs. Hopper.

Mrs. Cobb offered ~~the~~ prayer.

Bonus Mrs. Douglas The matter of a bonus for Mrs. Douglas was reconsidered. It was moved and carried to strike from the minutes our former action regarding it. It was further moved to refer the matter to the chairman of the Publication Committee with the statement that our committee was willing to recommend any amount up to $75.

Increase in Auditor's bill A communication having come from Price, Waterhouse and Company regarding the increased cost of auditing the accounts of the Woman's Board it was moved and carried that as Price, Waterhouse and Company were doing the work without profit to themselves, we recommend that they be paid whatever additional cost was necessary this year.

Salary Miss Sheibley Moved the communication from Miss Sheibley in regard to salary be laid on the table until further conference on the matter.

Extra worker Home Mission Monthly It was moved that the Home Mission Monthly Department be granted an extra worker during their rush time.

Filing Department The matter of an extra helper in the Filing Department was discussed, also the matter of moving the telephone but no action taken.

Salary increase Miss Karbe Miss Sanpere Miss Melite Moved to give to Elizabeth Karbe of the Young People's Department and Miss Sanpere of the Missionary Educational Department each a raise of two dollars per week, and to Mary Melite of the Literature Department one dollar per week.

Bonus

It was moved to recommend to the Board that a bonus of 10% of their salaries or a pro rated portion thereof for the current fiscal year be granted to the officers and clerks in their employ on November 1st, and that the proportion due November 1, 1919 shall be paid immediately and the balance in monthly installments.

Bonus con't.

The exceptions were the Editor of the Home Mission Monthly who is on a six months leave of absence with full pay, Field Secretaries whose living expenses are borne by the Board for approximately ten months of the year, and Student Secretaries who are joint officers with the Foreign Boards.

Mary Malcolm Hopper

Secretary

December 2, 1919

The regular monthly meeting of the committee was held on December 2nd at 10:30 o'clock

The following members were present:
Miss Parker, Mrs. Allen, Mrs. Bancker, Mrs. Cobb, Mrs. Corning, Mrs. McDowell and Mrs. Hopper.

Prayer was offered by Mrs. Hopper.

The committee was very glad to welcome Mrs. Bancker and Mrs. McDowell who have been appointed substitute members in the places of Mrs. Honeyman and Miss Young who because of illness are unable to attend Board meetings this winter.

Letter to Supt. of Schools regarding salary

It was moved and carried that the secretary send to the Superintendent of Schools a copy of the action taken by the Board in Executive Session on November 11th regarding salary.

"Voted that this Board considers $5,000 sufficient salary for the position of Superintendent of Schools."

Bonus Mrs. Davison

As Mrs. Davison has found it impossible to return to her work it was voted to rescind the action regarding payment of two weeks' salary and substitute a motion that in recognition of her valuable services to the Board she be included in the bonus granted the office force.

Vacations

It was voted that the committee understands that the action of the Board on June 8, 1915 in regard to vacations nullifies all former actions, and that as the motion stands officers receive one month vacation each year and an extra month's vacation after ten years of service, and that clerks receive one month each year.

Bulletin Board

It was moved that a bulletin board be placed in the hall.

Board Party

It was moved to recommend to the Board that a party be given for officers and clerks and Board members. It was further moved that February 17th be suggested as the date and that a committee be appointed to consist of representatives from the officers, clerks and Board members.

Mary Malcolm Hopper
Secretary